



Australian Government

National  
Landcare  
Programme



## 25<sup>th</sup> Anniversary Landcare Grants 2014–15

*Grants from \$5,000 to \$20,000 (GST exclusive) to harness the expertise and enthusiasm of local community groups and individuals to conserve and protect the environment and natural resource base*

### Applicant Guidelines

**Online applications close at 2.00pm AEDT\* Monday, 20 October 2014**

**LATE APPLICATIONS MAY NOT BE ACCEPTED**

**FOR MORE INFORMATION:**

Free call: 1800 552 008

Email: [25thAnniversaryLandcareGrants@environment.gov.au](mailto:25thAnniversaryLandcareGrants@environment.gov.au)

Web: [www.nrm.gov.au](http://www.nrm.gov.au)

\*Australian Eastern Daylight Time.

## IMPORTANT INFORMATION

The 25<sup>th</sup> Anniversary Landcare Grants 2014–15 Applicant Guidelines (the **Guidelines**) provide information to help eligible organisations or individuals to prepare an **Application** for funding to undertake a 25<sup>th</sup> Anniversary Landcare Grants 2014–15 **Project**. The Guidelines provide information on the Application process and the criteria that will be used to assess Applications submitted under this grants round.

Electronic Applications are preferred. If you are unable to submit your Application online, contact us to make alternative arrangements.

Projects must be completed by 30 June 2016.

The Department of the Environment and the Department of Agriculture are referred to as the **Departments** throughout these Guidelines.

© Copyright Commonwealth of Australia, 2014



*The 25th Anniversary Landcare Grants 2014–15 Applicant Guidelines* are licensed by the Commonwealth of Australia for use under a Creative Commons By Attribution 3.0 Australia licence with the exception of the Coat of Arms of the Commonwealth of Australia, content supplied by third parties, and any images depicting people. For licence conditions see: <http://creativecommons.org/licenses/by/3.0/au/>

This document should be attributed as: '*The 25th Anniversary Landcare Grants 2014–15 Applicant Guidelines* Commonwealth of Australia, 2014'.

The Commonwealth of Australia has made all reasonable efforts to identify content supplied by third parties using the following format '© Copyright, [name of third party]'.

# Table of Contents

<b>Part 1—25<sup>th</sup> Anniversary Landcare Grants 2014–15 overview</b>	<b>4</b>
1.1 Overview	4
1.2 Objectives and Outcomes	4
1.3 Timeframes	5
<b>Part 2—Eligibility</b>	<b>6</b>
2.1 Who can apply?	6
2.2 Who cannot apply?	6
2.3 How does sponsorship work?	7
2.4 How many Project Applications can an Applicant submit?	7
2.5 What Projects might be considered for funding?	7
2.6 What Project activities are eligible for funding?	7
2.7 What activities / costs are not eligible for funding?	11
2.8 Co-contributions	12
2.9 Application declarations	12
<b>Part 3—Instructions for applying</b>	<b>13</b>
3.1 How to apply	13
3.2 Closing date and time	13
3.3 Late Applications	13
3.4 Receipt and registration	13
3.5 Contacting the Departments	13
3.6 Assessment criteria	14
<b>Part 4—Assessment Process</b>	<b>15</b>
4.1 Eligibility check	15
4.2 Assessment	15
4.3 Selection and notification	15
<b>Part 5—Conditions of receiving a grant</b>	<b>16</b>
5.1 Funding Agreement	16
5.2 Legal requirements and approvals	16
5.3 Monitoring and reporting	17
5.4 Payments	18
5.5 Project review	18
5.6 Taxation	18
5.7 Insurance and indemnity requirements	18
5.8 Document retention	18
5.9 Work Health and Safety	18
5.10 How will projects be acquitted?	18
<b>Part 6—Rights and responsibilities</b>	<b>19</b>
6.1 Applicants	19
6.2 The Australian Government’s rights	19
6.3 Confidentiality and privacy	19
6.4 Complaints	20

# Part 1—25<sup>th</sup> Anniversary Landcare Grants 2014–15 overview

## 1.1 Overview

The National Landcare Programme (the **Programme**) is a key component of the Clean Land pillar of the Australian Government’s Cleaner Environment Plan and will also contribute to the Government’s commitment to support a vibrant, innovative and competitive agriculture sector.

The Programme will ensure that investment in managing our natural resources is simple, local and long-term and will involve local delivery through a regional stream and a national stream.

The 25<sup>th</sup> Anniversary Landcare Grants 2014–15 are part of the national stream of the Programme and are one way of marking the 25<sup>th</sup> anniversary of Landcare as a national movement. A total of up to \$5 million (GST exclusive) is available in 2014–15 through the 25<sup>th</sup> Anniversary Landcare Grants 2014–15. The funding comprises up to \$2.5 million (GST exclusive) for environment focused projects and up to \$2.5 million (GST exclusive) for agriculture focused projects.

The 25<sup>th</sup> Anniversary Landcare Grants 2014–15 will harness the expertise and enthusiasm of the natural resource management community, including Landcare groups, Indigenous people, farmers, fishers and other land and sea managers. Grants of between \$5,000 and \$20,000 (GST exclusive) will assist community groups and individuals to undertake projects to conserve and protect their local environment and / or to manage the natural resource base, contributing to outcomes in the national interest. This approach delivers on the natural resource management community’s desire for a greater focus on local action and priorities.

## 1.2 Objectives and Outcomes

The 25<sup>th</sup> Anniversary Landcare Grants 2014–15 will contribute to the Strategic Objectives and Outcomes of the National Landcare Programme outlined in **Table 1**.

- These Objectives and Outcomes are relevant to Australia’s national and international obligations.
- Only projects that are directed at the purposes described in column 3 of **Table 1** below are eligible for funding.

**Table 1: National Landcare Programme Strategic Objectives and Outcomes**

	Strategic Objectives	Strategic Outcomes	Contribution to national and international obligations
1	Communities are managing landscapes to sustain long-term economic and social benefits from their environment.	Maintain and improve ecosystem services through sustainable management of local and regional landscapes.	Protection and restoration of ecosystem function, resilience and biodiversity; appropriate management of invasive species which threaten ecosystems, habitats or species.
2	Farmers and fishers are increasing their long-term returns through better management of the natural resource base.	Increase in the number of farmers and fishers adopting practices that improve the quality of the natural resource base, and the area of land over which those practices are applied.	Sustainable management of agriculture and aquaculture to conserve and protect biological diversity and reduce greenhouse gas emissions and increase carbon stored in soil.
3	Communities are involved in caring for their environment.	Increase engagement and participation of the community, including landcare, farmers and Indigenous people, in sustainable natural resource management.	Build community awareness of biodiversity values, skills, participation and knowledge, including Indigenous knowledge and participation, to promote conservation and sustainable use of biological diversity.
4	Communities are protecting species and natural assets.	Increase restoration and rehabilitation of the natural environment, including protecting and conserving nationally and internationally significant species, ecosystems, ecological communities, places and values.	Reduce the loss of natural habitats, degradation and fragmentation; protecting and conserving Matters of National Environmental Significance including World Heritage Areas, Ramsar wetlands, natural values of national heritage etc; reduce the number of nationally threatened species and improve their conservation status.

Australia's natural resources are important nationally and globally for many reasons including for ecosystem services, tourism, recreation, health and cultural values. The natural resource base and biodiversity also forms the basis of many of our primary production industries such as agriculture, forestry and fisheries.

Each of the National Landcare Programme Strategic Objectives and Outcomes contribute to one or more of the Aichi Biodiversity Targets set out under the Convention on Biological Diversity (CBD). Australia has been a Contracting Party to the CBD since 1993 and is committed to implementing its obligations under the CBD in accordance with its national priorities.

The importance of biodiversity and ecosystem services is recognised in *Australia's Biodiversity Conservation Strategy 2010–2030* (ABCS), which is the overarching policy and guiding framework for national biodiversity conservation in Australia. The Australian Government also has in effect the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) which enables a national scheme of environment and heritage protection and biodiversity conservation. Matters of National Environmental Significance are identified in Part 3 of the EPBC Act.

In addition, farmers and fishers play an important role in assisting Australia to meet its international commitments under the Kyoto Protocol (KP) and the United Nations Framework Convention on Climate Change (UNFCCC) by adopting sustainable management and farm practices that can reduce greenhouse gas emissions and increase the amount of carbon stored in soil.

Investments under the National Landcare Programme ensure that the Australian Government meets its national and international obligations, including under the CBD, KP, UNFCCC, ABCS and the EPBC Act. For this reason all projects funded under the National Landcare Programme must be directed to the purposes described in column 3 of **Table 1** (most of these purposes reflect a number of Australia's key international environmental obligations).

By investing in local projects the Australian Government recognises the important contribution of local communities in assisting Australia to realise its national and international obligations.

## 1.3 Timeframes

**Table 2: Indicative timing for implementation of the 25<sup>th</sup> Anniversary Landcare Grants 2014–15**

Applications open	19 September 2014
Applications close	2.00pm AEDT 20 October 2014
Assessment	October – November 2014
Successful projects announced	Early-mid December 2014
Funding agreements offered	Mid-December 2014
Funding agreements executed and funding released	January 2015
Projects completed	By 30 June 2016

# Part 2—Eligibility

## 2.1 Who can apply?

The 25<sup>th</sup> Anniversary Landcare Grants 2014–15 are targeted towards local community groups and individuals that can successfully deliver local natural resource management Projects that contribute towards the National Landcare Programme's Strategic Objectives and Outcomes. Groups or individuals working across all geographic areas and land tenures are encouraged to apply.

### Community groups

Local community groups<sup>1</sup> include but are not limited to the following types of organisations:

- Landcare groups
- 'Friends-of' groups and other local community-based groups
- Farmer/producer groups, including fisheries and aquaculture
- Indigenous groups.

The state or peak bodies of these, or other, organisations are **not** eligible to apply but can sponsor a local community group.

To be **eligible to apply** for funding a **local community group** must meet **all** of the following criteria:

1. Have either:
  - ✓ voting and/or financial membership of at least five individuals
  - ✓ in the case of a trust, demonstrated community support including information about the level of volunteer involvement (at least five volunteers).
2. Have been in existence for at least 12 months before the Application closing date of 20 October 2014. Indigenous groups are exempt from this eligibility requirement.
3. Be able to demonstrate that its objectives are in the areas of protecting and/or enhancing the natural environment or practicing and/or promoting sustainable farming and/or land management, and that it can successfully deliver Projects in these areas.
4. Be a legal entity including:
  - ✓ an incorporated association
  - ✓ a body corporate
  - ✓ a company
  - ✓ a cooperative society

- ✓ an Aboriginal or Torres Strait Islander organisation, council or incorporated association
- ✓ a trustee of a trust
- ✓ a partnership, where each of the partners are legal entities (including individuals (Australian citizens or permanent residents only)).

Local community groups that do not meet these eligibility criteria **must be sponsored** by an organisation that does and that can apply on their behalf (refer to section 2.3).

### Individuals

Individuals **are** eligible to apply in their own right, not as a sponsor. To be eligible to apply individuals **must**:

- ✓ not be an undischarged bankrupt
- ✓ be able to separately identify the Project funds within their banking and financial records.

Individuals without an Australian Business Number (ABN) will be required to complete a Statement of Supply.

## 2.2 Who cannot apply?

The following organisations are **not** eligible to apply for the 25<sup>th</sup> Anniversary Landcare Grants 2014–15 **other than as a sponsor**:

- ✗ one of the 56 regional natural resource management organisations
- ✗ peak bodies i.e. bodies that represent their members and have a charter of advancing their members in terms of development, research, processes and advocacy
- ✗ groups with a national or state/territory focus, or umbrella bodies (central coordinating organisations such as networks or collectives that represent smaller, independent bodies or organisations)
- ✗ all levels of government (Commonwealth, state/territory and local) and organisations directly operating under state legislation.

You are **not eligible to apply for, or to sponsor**, a 25<sup>th</sup> Anniversary Landcare Grants 2014–15 Project if you are a political party or lobbyist.

<sup>1</sup> Please note: The Commonwealth can only provide a grant to a legal entity.

## 2.3 How does sponsorship work?

Sponsors can only apply on behalf of a local community group where that community group is not a legal entity or does not meet other eligibility criteria. Where a community group is a legal entity and meets the other eligibility criteria, it must apply for funding directly, and, if successful, enter into a funding agreement with the Department of the Environment.

A sponsor may choose to sponsor more than one community group but must submit a separate Application, and enter into a separate funding agreement, for each community group they sponsor. A separate Application form will need to be downloaded and completed for each Application.

Sponsors **must** meet the eligibility criteria in section 2.1 above and **must**:

- ✓ submit the Application on behalf of the community group which is able to demonstrate that its objectives are in the areas of protecting and/or enhancing the natural environment or practicing and/or promoting sustainable farming and/or land management
- ✓ enter into a funding agreement with the Department of the Environment
- ✓ be legally responsible for all contractual obligations arising from the grant.

## 2.4 How many Project Applications can an Applicant submit?

Applicants (community group or individual) are eligible to submit only **one** Project Application. Sponsors can sponsor more than one community group, however are eligible to submit only **one** Project Application for each community group being sponsored. A sponsor cannot submit an Application for the same Project it is sponsoring. If more than one Application is submitted for a community group (whether sponsored or not) or individual, the Departments will only assess the first Application received.

## 2.5 What Projects might be considered for funding?

Only Projects that are directed at the purposes described in column 3 of **Table 1** (see section 1.2) are eligible for funding. If an Application does not address Strategic Objective 3 and at least one other Strategic Objective, the Application will be deemed ineligible.

Projects should be consistent with the regional natural resource management plan for the natural resource management region in which the Project will be undertaken and the extent to which the Application considers or demonstrates alignment of the Project with the relevant plan will be considered in assessment (refer to section 3.6).

Grants are for \$5,000 to \$20,000 (GST exclusive) and Application budgets must fall within this range. All Project funds for successful Applications will be paid in the 2014–15 financial year. Projects **must** commence in the 2014–15 financial year and be complete by **30 June 2016**. Applicants must be able to demonstrate in their Application that the Project can be completed within this timeframe. In determining the timing of the Project, Applicants should consider whether the Project requires any relevant approvals, permissions, licenses, etc.

Some examples of the types of Projects that might be considered under the 25<sup>th</sup> Anniversary Landcare Grants 2014–15 are provided in the Frequently Asked Questions available at [www.nrm.gov.au](http://www.nrm.gov.au).

## 2.6 What Project activities are eligible for funding?

**Table 3** outlines Project activities that may be considered eligible for funding. To be funded, Applications must demonstrate that Projects directly deliver against the National Landcare Programme's Strategic Objectives and Outcomes and their associated national and international obligations as outlined in **Table 1**. Refer also to the assessment criteria outlined in section 3.6.

**Table 3: Eligible Project activities, items and conditions**

Eligible activities	Eligible items	Conditions
<p><b>Weed treatment</b></p> <p>Weed treatment activities primarily involve the physical, chemical, or biological control of weed plant species</p>	<ul style="list-style-type: none"> <li>materials (e.g. physical, chemical and biological controls, including delivery costs)</li> <li>equipment hire (if necessary)</li> <li>mapping / planning</li> <li>labour (specialist consultants or contractors)</li> </ul>	<ul style="list-style-type: none"> <li>Activities must focus on reducing the spread and impact of existing weeds or local eradication or containment of new or emerging weeds focusing on weeds listed on the <b>National Environmental Alert List</b>. Funds cannot be used to meet existing legal obligations.</li> <li>Activities need to show a demonstrated public benefit, such as reducing impacts on biodiversity or protecting the values of important wetlands.</li> <li>Where activities relate to <b>Weeds of National Significance</b> they are expected to be part of regional and / or coordinated efforts.</li> <li>Project activities should demonstrate consistency with relevant local, regional, state or national weeds strategies and plans and recommended weeds management codes of practice, such as the Australian Weeds Strategy and Weeds of National Significance national strategies and best practice manuals.</li> <li>Projects should always minimise the risk of spreading pests and diseases when undertaking on-ground work.</li> <li>Funds cannot be used to undertake weed control where the primary benefit will be for agricultural production purposes, unless there are cash co-contributions commensurate with the level of private benefits and clear public environment benefits can also be demonstrated.</li> </ul>
<p><b>Pest or disease management</b></p>	<ul style="list-style-type: none"> <li>materials (i.e. physical, chemical and biological controls, including delivery costs)</li> <li>equipment hire (if necessary)</li> <li>mapping / planning</li> <li>labour (specialist consultants or contractors)</li> </ul>	<ul style="list-style-type: none"> <li>Activities must focus on local eradication or reducing the impact and spread of existing pests or diseases.</li> <li>Project activities should demonstrate consistency with relevant local, regional, state or national pest animal strategies and plans, and recommended management codes of practice, such as the Australian Pest Animal Strategy, and the model codes of practice and standard operating procedures for the humane capture, handling, or destruction of feral animals in Australia.</li> <li>Care should be taken to minimise the risk of spreading pests and diseases when undertaking on-ground work, even when pest or disease management is not the primary activity.</li> <li>Funds cannot be used to meet legal obligations.</li> </ul>
<p><b>Fencing</b></p>	<ul style="list-style-type: none"> <li>materials (e.g. posts, wire including delivery costs)</li> <li>equipment hire (if necessary)</li> <li>labour (including contractors, clearing fence-lines and erecting fencing)</li> </ul>	<ul style="list-style-type: none"> <li>Fencing will only be funded where it provides high environmental benefits (e.g. where it is the most cost effective management action for the protection of a sensitive riparian area, remnant native vegetation, critical habitat area or is part of a strategy to reduce soil erosion).</li> <li>Fencing for the primary purpose of stock management will not be supported unless it meets the above requirement.</li> <li>Fencing which may have a detrimental and significant impact on non-targeted species (e.g. by inhibiting movement) will also not be supported.</li> <li>Funds cannot be used for standard boundary fencing that is a landholder's normal responsibility, for replacing existing fencing, or fencing for paddock subdivision (except where it is used to create a demonstration site or to control soil erosion).</li> <li>The type and quality of fencing proposed should reflect the issue being addressed.</li> </ul>



Eligible activities	Eligible items	Conditions
<p><b>Educational activities and raising community awareness / participation</b></p> <p>Assisting groups to adopt new ideas or build skills in sustainable agriculture and other natural resource management activities</p>	<ul style="list-style-type: none"> <li>materials (e.g. development of information manuals, information packs, web materials, interpretive signage)</li> <li>advertising costs</li> <li>venue hire and associated costs (if required)</li> <li>labour (specialist consultants or contractors)</li> <li>costs of expert advice</li> </ul>	<ul style="list-style-type: none"> <li>May include activities such as investigations, trials, workshops, field days, website development, demonstrations of techniques, community monitoring, surveys, and other awareness-raising activities.</li> <li>Unless critical to the success of the Project, funds cannot be used for participants' travel associated with attending education or community awareness activities (i.e. travelling to a workshop or field day).</li> </ul>
<p><b>Demonstration</b></p> <p>Group demonstration projects to address priority sustainable agricultural and other natural resource management issues</p>	<ul style="list-style-type: none"> <li>materials (e.g. plants, seeds, mesh, wire, rock, native/introduced pasture, fertiliser, including delivery costs)</li> <li>equipment hire or equipment modification costs</li> <li>labour (e.g. consultants, contractors, expert advice, technical services etc)</li> </ul>	<ul style="list-style-type: none"> <li>Applicants will need to demonstrate that the Project is for on ground demonstration purposes for group learning.</li> <li>Equipment modification must not constitute an asset (see section 2.7).</li> </ul>
<p><b>Access management</b></p> <p>To manage access / movements to reduce impacts on environmentally sensitive areas or Indigenous heritage</p>	<ul style="list-style-type: none"> <li>materials (e.g. troughs, tanks, rock, pipes, walkway materials, including delivery costs)</li> <li>equipment hire</li> <li>labour (e.g. specialist contractors)</li> <li>costs associated with gaining required approvals/permits</li> </ul>	<ul style="list-style-type: none"> <li>Where the Project proposes to fence off a coastal area, wetland, estuary or other aquatic habitat for the purpose of protecting the sensitive ecosystem from stock access, the construction of water infrastructure in an adjacent paddock may be justified. However, this may be perceived to have some private benefit and the Applicant must show appropriate co-contributions and the public benefit expected to be delivered.</li> <li>Note also the conditions under 'fencing'.</li> <li>Applications should demonstrate that access / movements are currently impacting on environmental and / or Indigenous heritage values.</li> <li>Infrastructure should not be developed for the primary purpose of progressing tourism or for improving amenity.</li> <li>Proposals seeking to construct infrastructure for public access must meet all relevant public safety standards and planning requirements, explain how the site will be maintained, and demonstrate that landholder permission has been obtained.</li> <li>Where activities are on public land, unless the works are already identified in planning documents relevant to the area, where relevant, community consultation should be undertaken before the Project commences, or during the Project.</li> <li>Project activities directly affecting Indigenous cultural sites or places of significance will need to demonstrate that permission has/can be obtained from the relevant Indigenous Organisation/s in relation to this Project.</li> </ul>
<p><b>Erosion management</b></p> <p>To reduce impacts on environmentally sensitive areas</p>	<ul style="list-style-type: none"> <li>equipment hire</li> <li>labour (e.g. specialist contractors)</li> <li>costs associated with gaining required approvals/permits</li> </ul>	<ul style="list-style-type: none"> <li>Activities must focus on stabilising or mitigating erosion of gullies, dune systems, river banks, creeks, estuaries etc where it can be demonstrated that the activity is part of a threat abatement plan or strategy and/or will directly improve the ecological condition of the site.</li> <li>Applications including earthwork activities must demonstrate that this will deliver sufficient outcomes to justify its cost against alternative options for erosion control, such as revegetation and stock exclusion fencing. Note also the conditions under 'fencing'.</li> </ul>

Eligible activities	Eligible items	Conditions
<p><b>Revegetation</b></p> <p>For habitat, biodiversity corridors or linkages, erosion control</p>	<ul style="list-style-type: none"> <li>materials (e.g. seed, tube stock, seedlings, stakes, tree guards, fertiliser, mulch including delivery costs)</li> <li>labour (specialist consultants/contractors, site preparation)</li> <li>equipment hire (e.g. seeder)</li> </ul>	<ul style="list-style-type: none"> <li>Revegetation must aim to establish and manage mixed native species plantings appropriate to the site, issue being addressed, the type of vegetation community and use native species of plants found in the local area.</li> <li>Advice should be sought from persons with relevant expertise as to the best revegetation methods and species mix for the area (e.g. from the relevant regional natural resource management organisation).</li> <li>Revegetation may involve direct seeding and/or planting activities.</li> <li>Species that are known to be or have the potential to become an agricultural or environmental weed must not be used.</li> <li>Project activities should demonstrate consistency with relevant local, regional, state or national vegetation legislation, plans and strategies such as Australia's Native Vegetation Framework 2012.</li> <li>Funds should not be used for revegetation where the primary purpose is to beautify or improve amenity.</li> <li>Funds are not to be used to plant agricultural plant species.</li> </ul>
<p><b>Indigenous land and sea country planning</b></p>	<ul style="list-style-type: none"> <li>materials (including delivery costs)</li> <li>venue hire (if required)</li> <li>labour (specialist consultants)</li> </ul>	<ul style="list-style-type: none"> <li>Indigenous groups only can apply for funding for land and sea country planning.</li> <li>It is preferred that the plans complement and encourage collaboration with the regional planning and priorities identified by the relevant regional natural resource management organisation.</li> <li>Funding will not be provided to Indigenous groups that have already received funding from the Australian Government for activities which are substantially the same.</li> </ul>
<p><b>Recording and use of Indigenous ecological knowledge</b></p> <p>Activities to record and, where appropriate share, Indigenous ecological knowledge to support environment conservation</p>	<ul style="list-style-type: none"> <li>materials (e.g. development of information manuals, information packs)</li> <li>labour (consultants, contractors, costs of expert advice)</li> <li>media and recording equipment</li> </ul>	<ul style="list-style-type: none"> <li>Indigenous groups only can apply for funding for recording of Indigenous ecological knowledge.</li> <li>Applications must define the end products to be produced, demonstrate a reasonable future use for the knowledge to inform land or sea management, be consistent with best practice standards and align with other National Landcare Programme Objectives.</li> <li>Up to \$2,000 total (GST exclusive) may be approved for purchase of media and recording equipment for the specific purpose of recording Indigenous ecological knowledge (for Indigenous groups only). These types of costs must be explicitly identified in the application budget.</li> <li>Applications will need to indicate how traditional owners will be engaged in and give consent for the activities, and how the knowledge will be stored so that access to sensitive cultural information is managed through traditional cultural protocols and assist Indigenous people to manage their information on culture and country.</li> <li>Unless critical to the success of the Project funds cannot be used for participants' travel associated with recording Indigenous ecological knowledge.</li> </ul>
<p><b>Administration support</b></p>	<ul style="list-style-type: none"> <li>insurance costs</li> <li>costs associated with legally required documents such as cultural heritage site searches, permits etc.</li> <li>production of material with the express purpose of disseminating information about the Project's outcomes and learnings</li> <li>monitoring and reporting costs</li> </ul>	<ul style="list-style-type: none"> <li>Administration funding is to be used only for the purposes of supporting the operations and activities of the group or individual to undertake activities specific to delivering the 25<sup>th</sup> Anniversary Landcare Grants 2014–15 Project.</li> <li>Total administration costs sought must not total more than 10% of the total funding sought—i.e. maximum of \$2,000 (GST exclusive) based on a maximum grant of \$20,000 (GST exclusive)—and are expected to include monitoring and reporting responsibilities associated with the delivery of the Project.</li> <li>Individuals only—up to \$500 (GST exclusive) of grant monies can be used towards the costs of obtaining a financial statement prepared by an independent qualified accountant (see section 5.10). This is separate to other administration costs which must not total more than 10% of the total of funding sought.</li> </ul>

## 2.7 What activities / costs are not eligible for funding?

In addition to the conditions outlined in Table 3 above, the following types of activities or costs are **not** eligible for funding through the 25<sup>th</sup> Anniversary Landcare Grants 2014–15:

- ✗ Food, alcohol and accommodation expenses
- ✗ Production of clothing, equipment or promotional items / merchandise for distribution
- ✗ Activities that cannot be completed by 30 June 2016
- ✗ Activities that do not contribute towards the National Landcare Programme's Strategic Objectives and Outcomes
- ✗ Excluded World Heritage sites, being the Sydney Opera House, Australian Convict Sites and the Royal Exhibition Building and Carlton Gardens
- ✗ Purchase of assets<sup>2</sup>, including, but not limited to, computers, land, buildings or vehicles. Funding to hire / lease equipment may be considered where it is essential to the completion of on-ground works or to achieve specific Project activities and only when value for money can be demonstrated. Exception: up to \$2,000 total (GST exclusive) may be approved for purchase of media and recording equipment for the specific purpose of recording Indigenous ecological knowledge (for Indigenous groups only)
- ✗ Salaried positions, related to the normal ongoing operations of an organisation or an individual's commercial operation. Only salaries and labour expenses directly attributable to the discrete Project with measurable outputs are eligible. Applications may seek funding to engage contractors with relevant knowledge and/or specialist expertise that is required to complete the Project. A description of the activities to be undertaken and qualification details of consultants/contractors should be included in the Application
- ✗ International travel
- ✗ Standard boundary fencing—this is considered to be a landholder's responsibility
- ✗ Purchase of equipment or materials that are normally part of a landholder's responsibility for the management of their property
- ✗ Retrospective activities or activities that have already commenced before entering into a funding agreement with the Department of the Environment
- ✗ Activities that include the introduction of plants, animals or other biological agents that are known to be, or that could become, environmental or agricultural weeds or pests
- ✗ Weed control activities that are required to be carried out by law or by a private contractual obligation
- ✗ Potential or direct subsidisation of commercial activities, business start-up or other action where the primary purpose is for commercial gain, including the establishment of a project to claim carbon credits
- ✗ Activities which deliver a private benefit only, such as gardening or landscaping
- ✗ Purchase, lease or acquisition of land
- ✗ Activities where the primary purpose is to beautify or improve amenity, such as picnic tables, shelters and paving
- ✗ Administration or legal costs other than those directly relevant to the Project
- ✗ Activities designed to raise revenue
- ✗ Activities that are primarily for political advocacy (e.g. protesting against a development)
- ✗ Activities that are the legislative and / or regulatory responsibility of others, such as managing or controlling certain weeds or compliance activities
- ✗ Activities outside of Australia and its territories.

**Note:** Items not budgeted for in the original Application may not be funded. Applicants must consider all aspects of their Project and ensure they include all relevant costs, including those associated with lease/hire of equipment, within their Application. Additional funds are not available to meet costs that may have increased after the Application has been submitted.

<sup>2</sup> Assets are defined as building improvements and items of equipment, furniture, vehicles, computer hardware and software, media equipment and the like with a useful life of three years or more and an individual cost of \$1,000 or more.

## 2.8 Co-contributions

Activities on private land must include other cash contributions to the cost of the activities to account for the levels of public and private benefits to be obtained from the activities. For example, funding for on-ground works on private land may only be provided if there is a high public and environment benefit, and a contribution from the landholder/s that will compensate for any private benefit obtained.

The following activities, financial sources and/or costs **will not** be considered valid co-contributions for the purposes of a Project:

- ✘ funds from other Projects under the 25<sup>th</sup> Anniversary Landcare Grants 2014–15 or any other Australian Government programmes, including funding obtained through regional NRM organisations as part of the funding provided to them by the Australian Government
- ✘ funds from any other grant programmes not secured at the time of applying.

## 2.9 Application declarations

Applicants will be required to complete a declaration regarding their Application. These declarations (in eligible Applications) will be considered in the assessment process. Application declarations that may be required include, but will not be limited to, declarations to the effect that:

- ✓ the Applicant has or is able to obtain the written consent of the property owner or property manager to implement the proposed Project activities (where the Applicant does not own or have management responsibility for the proposed Project location(s) (including sites from which seeds or other materials will be collected)
- ✓ the Applicant has or is able to obtain the necessary permits and/or support from the relevant traditional owners and/or local Indigenous organisations where proposed activities may directly or indirectly affect Indigenous sites or places of value
- ✓ the Applicant has or is able to access adequate funds and/or resources to support delivery of the Project (other than funds/resources requested in the Application) before the proposed date of commencement
- ✓ the proposed Project complies with all requirements set out in any applicable

Commonwealth, state, territory, and local government laws, and that all necessary planning, approvals and/or permits are or can be in place prior to the commencement of the Project

- ✓ the Applicant, all of its officer holders, and every person involved in a Project on the Applicant's behalf have not been convicted of a fraud-related offence in the last five years
- ✓ no funding has been received, in part or in full, for activities that are the subject of the Application from any other funding source except as identified in the Application. Applicants may however, seek to build on activities undertaken with previous grant funding (i.e. to do a further stage of a project)
- ✓ written documentation supporting the declarations will be provided to the Departments upon request
- ✓ that the information provided in the Application is complete and correct and no information is false or misleading, and that the Applicant understands that it is an offence under the *Criminal Code Act 1995 (Cth)* to provide false or misleading information.

# Part 3—Instructions for applying

The 25<sup>th</sup> Anniversary Landcare Grants 2014–15 is a competitive grants programme and, as such, all Applications will be assessed on information provided in the Application form only. It is therefore important that your Application addresses the requirements outlined in these Guidelines. The Departments are not obliged to contact you for missing information or to clarify unclear details.

## 3.1 How to apply

1. **Read** these Guidelines carefully before preparing your Application.
2. **Ensure** you meet the eligibility criteria (see Part 2).
3. **Download and complete** the online Application form available on the National Landcare Programme website [www.nrm.gov.au](http://www.nrm.gov.au). **Note:**
  - ✓ All Applications must use the 25<sup>th</sup> Anniversary Landcare Grants 2014–15 Application form. Applications not in the correct form will not be considered.
  - ✓ Electronic Applications are preferred.
  - ✓ If you are unable to use the electronic Application form, contact us (see section 3.5) to obtain a hardcopy Application form. Ensure you allow enough time to request, receive, complete and return the hardcopy Application form so it is received by the Department of the Environment by the closing date and time (see section 3.2). Send hardcopy Applications to:

### Post:

25<sup>th</sup> Anniversary Landcare Grants 2014–15  
Biodiversity Conservation Division  
Department of the Environment  
GPO Box 787  
CANBERRA ACT 2601

### Courier deliveries to:

25<sup>th</sup> Anniversary Landcare Grants 2014–15  
Biodiversity Conservation Division  
Department of the Environment  
John Gorton Building  
King Edward Terrace  
PARKES ACT 2601

- ✓ Each downloaded electronic Application form has a unique identifier, as a means to exclude duplicate Applications, and may only be used for one Application. Sponsors of multiple community groups will need to download and complete a separate Application form for each community group they wish to sponsor.

- ✓ All relevant sections of the Application form must be completed and Applications must be complete at the time of submission. Your Application may not be able to be properly assessed if you fail to answer all relevant questions in the Application form.
- ✓ The Departments are not required to consider any supporting or additional documentation.
- ✓ Do not send hard copies of Applications that were submitted electronically.

4. **Submit** your Application by the closing date and time (see section 3.2).
5. **Keep** a copy of your Application for your records.

## 3.2 Closing date and time

Electronic Applications **must**, subject to section 3.3, be received by **2.00pm (AEDT) on Monday, 20 October 2014**.

Hardcopy Applications **must**, subject to section 3.3, be received **on or before close of business on Monday, 20 October 2014**.

## 3.3 Late Applications

Late Applications will not be accepted and will not be assessed, unless the Applicant contacts the Departments **prior to the closing date and time** and provides evidence of exceptional circumstances preventing on-time lodgment. Any request for extension will be at the Departments' sole discretion. See section 3.5 for details on contacting the Departments.

## 3.4 Receipt and registration

An automatic receipt will be generated once an electronic Application is submitted. Advise us immediately if you do not receive a receipt on submission of your Application. For Applications lodged in hard copy, you will be notified in writing to confirm receipt of the Application.

## 3.5 Contacting the Departments

If you have questions about the 25<sup>th</sup> Anniversary Landcare Grants 2014–15, or the Application process, please contact the Departments using the following details.

**Phone** 1800 552 008  
**Email** [25thAnniversaryLandcareGrants@environment.gov.au](mailto:25thAnniversaryLandcareGrants@environment.gov.au)  
**Web** [www.nrm.gov.au](http://www.nrm.gov.au)  
**Post** 25<sup>th</sup> Anniversary Landcare Grants 2014–15  
Biodiversity Conservation Division  
Department of the Environment  
GPO Box 787  
CANBERRA ACT 2601

### 3.6 Assessment criteria

**Table 4: Assessment criteria against which Applications for 25<sup>th</sup> Anniversary Landcare Grants 2014–15 will be assessed. All assessment criteria are weighted equally.**

Assessment criteria	Considerations
1. <b>Alignment with, and contribution to, the National Landcare Programme's Strategic Objectives and Outcomes as they relate to their associated national and international obligations (see Table 1)</b>	<p>Assessment against this criterion will consider the extent to which the Application:</p> <ul style="list-style-type: none"> <li>addresses the National Landcare Programme's Strategic Objective "<i>Communities are involved in caring for their environment</i>" (and associated Outcome), including the proposed level and appropriateness of engagement with, and participation of, the relevant communities.</li> <li>addresses at least one of the other Strategic Objectives (and associated Outcomes) for the Programme: <ul style="list-style-type: none"> <li><i>Communities are managing landscapes to sustain long-term economic and social benefits from their environment;</i></li> <li><i>Farmers and fishers are increasing their long term returns through better management of the natural resource base;</i> or</li> <li><i>Communities are protecting species and natural assets.</i></li> </ul> </li> <li>defines the issues being addressed (e.g. the assets/values and the issues/threats to them that will be targeted).</li> <li>demonstrates alignment between the proposed activities, the Guidelines, and the issues being addressed.</li> <li>considers or demonstrates alignment with relevant plans, strategies and priorities<sup>3</sup>. The Application should refer to the relevant plan(s) by name where possible.</li> </ul>
2. <b>Demonstrated capacity to deliver</b>	<p>Assessment against this criterion will consider the extent to which the Application demonstrates that:</p> <ul style="list-style-type: none"> <li>the Project activities can be delivered to an adequate standard by 30 June 2016.</li> <li>the necessary knowledge, skills and experience will be applied to delivering the Project.</li> <li>the Project has sound oversight and that contractual obligations will be met.</li> </ul>
3. <b>Likelihood of success</b>	<p>Assessment against this criterion will consider the extent to which:</p> <ul style="list-style-type: none"> <li>the Project is reasonably likely to succeed in achieving its stated aims having regard to planning undertaken, proposed resources, time, expertise, delivery mechanism and activities, and any risks, including relating to Work Health and Safety.</li> <li>where relevant, how outcomes will be maintained into the future.</li> </ul>
4. <b>Value for money</b>	<p>Assessment against this criterion will consider the extent to which the Application budget:</p> <ul style="list-style-type: none"> <li>contains an adequate level of detail.</li> <li>is consistent with proposed Project activities.</li> <li>is adequately justified with respect to the Project's scale and intended outcomes.</li> <li>meets the criteria in the Guidelines in terms of exclusions and thresholds for certain items (e.g. administration).</li> <li>considers public and private benefit and includes appropriate cash co-contributions where relevant.</li> </ul>

<sup>3</sup> Relevant plans, strategies and priorities may include, but are not limited to, national strategies such as Australia's Biodiversity Conservation Strategy, Recovery Plans, Conservation Advices, Threat Abatement Plans, Water Quality Improvement Plans, Weeds of National Significance, Pest Animal strategies, Internationally and nationally important wetlands, regional natural resource management plans and strategies, Protected Area Plans of Management, Indigenous Sea Country Plans, Conservation Management Plans.

# Part 4—Assessment Process

The Australian Government is committed to ensuring that the assessment process for the selection of Projects is fair and transparent. An independent probity advisor will oversee the assessment to ensure processes are robust, transparent and equitable.

## 4.1 Eligibility check

All Applications will undergo an eligibility assessment to confirm that all eligibility criteria have been met. Applications that do not meet the eligibility criteria will be deemed ineligible and will not be recommended for funding. The Applicant's response to the declaration requirements will also be considered.

## 4.2 Assessment

Eligible Applications will be assessed on how well they address the assessment criteria outlined in these Guidelines. As there are limited funds available through 25<sup>th</sup> Anniversary Landcare Grants 2014–15, all Applications will be assessed and ranked on their merit based on information provided in the Application form and relative to other Applications with the same focus (agriculture or environment). The Departments reserve the right, at their absolute discretion, to exclude from further consideration, those Applications that do not contain sufficient information on which to make an assessment.

Applications for funding will be assessed by at least two assessors who will be Australian Government staff (which may include staff from various Commonwealth agencies). All assessors will be required to:

- ✓ sign conflict of interest declarations and keep them up to date
- ✓ comply with the Australian Public Service Code of Conduct.

Assessors may, as required, seek additional advice to assist in making their assessment, including information about the Applicant such as the Applicant's previous performance in similar programmes. The Departments may contact Applicants during the assessment process to seek clarification about the Application, especially where the information provided in the Application is ambiguous or where contradictory statements are made. The Departments reserve the right to accept or disregard additional information provided by the Applicant and will not allow responses which materially improve or amend an Applicant's original Application.

Each Application will be given an overall score.

A Moderation Panel will consider the assessed Applications and will provide advice to the Departments on Applications that are suitable for funding and Applications that are unsuitable for funding under each portfolio funding stream.

The majority of members on the Moderation Panel will be community representatives, including the chairperson, with appropriate skills and experience in natural resource management. Membership will be balanced across environment and sustainable agriculture experience. Other members will be Departmental officers and may include representatives of other Australian Government agencies.

The Panel may consider Applications in the context of:

- ✓ commitments made by the Australian Government
- ✓ the total funds available under the Programme
- ✓ the focus and split of agriculture and environment focused Projects relative to the funding available in each portfolio funding stream
- ✓ the geographic distribution of proposed Projects across Australia
- ✓ a balance of Project types
- ✓ a balance of organisation types.

The assessment process will determine whether the proposal represents an efficient, effective, economical and ethical use of Commonwealth resources, as required by Commonwealth legislation; and whether any specific requirements will need to be imposed as a condition of funding.

## 4.3 Selection and notification

Following the assessment process, advice will be provided to the Minister for the Environment and the Minister for Agriculture on the merits of each Application relevant to their portfolio's funding. The Minister for the Environment will consider the recommended environment focused Applications and the Minister for Agriculture will consider the recommended agriculture focused Applications, relative to the funding available from each portfolio. The Ministers will make the final determination on which Applications, within their respective portfolio funding streams, receive funding.

In selecting Projects to receive funding, the Ministers may select strategic or exceptional Projects from outside the competitive funding round, provided such Projects meet the objectives of the 25<sup>th</sup> Anniversary Landcare Grants 2014–15.

The Ministers' decisions on the selection of successful Applications will be final. There is no right of appeal, however the Departments may, at their discretion, revisit the assessment process in exceptional circumstances.

All Applicants will be notified in writing of the outcome of their Application. Details of successful Applications will be published on the [www.nrm.gov.au](http://www.nrm.gov.au) website, in accordance with the current Commonwealth Grant Rules and Guidelines.

# Part 5—Conditions of receiving a grant

## 5.1 Funding Agreement

All funding for the 25<sup>th</sup> Anniversary Landcare Grants 2014–15 will be administered by the Department of the Environment. The Department of the Environment will enter into a funding agreement with each successful Applicant (referred to in Part 5 as the **Recipient**).

A funding agreement is a legally enforceable, performance-based contract between the Department of the Environment and a Recipient that sets out the terms and conditions governing the funding to be provided to the Recipient under the 25<sup>th</sup> Anniversary Landcare Grants 2014–15. A Recipient will be legally responsible for ensuring all of the obligations under the terms and conditions of the funding agreement are met. All Project funding payments are subject to the successful Applicant entering into and complying with the terms and conditions of a funding agreement.

The Department of the Environment may withdraw the offer of funding if the funding agreement is not signed by the Recipient within the timeframe determined by the Department of the Environment.

A sample draft funding agreement is available at [www.nrm.gov.au](http://www.nrm.gov.au) and sets out the proposed terms and conditions of receiving funding under the 25<sup>th</sup> Anniversary Landcare Grants 2014–15.

If an Application from a trust or trustee is successful, a copy of the trust deed, including all amendments, must be provided to the Department of the Environment prior to execution of the funding agreement. When providing the trust deed:

- ✓ provide a copy of the whole executed trust deed, along with any amendments to the deed; and
- ✓ certify the trust deed with a statement that “All changes to this trust deed, subsequent to its commencement, have been provided to the Department of the Environment with this copy of the trust deed”.

Prior to entering into a funding agreement, the Recipient (including any member on the executive of the Recipient who is also on the executive of another non-compliant entity) will need to declare that they have no overdue final reports and/or acquittals for previous Australian Government grants, for example: Your Community Heritage; Community Environment Grants; Community Landcare Grants; Grants to Voluntary Environment, Sustainability and Heritage Organisations; and/or an ad hoc Australian Government related grant.

Applicants are expected to read the sample draft funding agreement in conjunction with these Guidelines and familiarise themselves with all its terms and conditions. Without limiting the need for Applicants to read the sample draft funding agreement, some key requirements of the funding agreement are outlined in the following sections.

## 5.2 Legal requirements and approvals

All Projects must comply with relevant Commonwealth, state, territory and local authority laws, including (as applicable) environmental, heritage, cultural heritage, planning and animal welfare laws. The funding agreement will specify this requirement, and action may be taken to terminate the Project or retrieve Project funds where such laws have not been complied with.

Work Health and Safety (WHS) is a high priority for the Programme. Recipients must comply (and ensure that any of their subcontractors comply) with the provisions of all relevant statutes, regulations, by-laws and requirements of any Commonwealth, state, territory or local authority including those arising under the WHS Laws. Funding recipients will be responsible for identification and assessment of safety risks, identification and implementation of mitigation strategies to address such risks, and for ensuring the safety of any participants in the Project.

Under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) an action (e.g. a Project) will require approval from the minister if the action has, will have, or is likely to have, a significant impact on a matter of National Environmental Significance (NES). Any action deemed to have a significant impact, will not receive funding if NES approval is not granted. There are significant impact guidelines that outline a ‘self-assessment’ process, including detailed criteria, to assist persons in deciding whether or not referral may be required see [www.environment.gov.au/resource/significant-impact-guidelines-11-matters-national-environmental-significance](http://www.environment.gov.au/resource/significant-impact-guidelines-11-matters-national-environmental-significance). If a referral is required, you (or your organisation) are responsible for referring your project to the Australian Government Minister for the Environment.



### 5.3 Monitoring and reporting

The Australian Government requires monitoring and reporting for all environment and natural resource management programmes and, as such, all funded Projects will be subject to financial and performance reporting requirements and meeting specified milestones.

Recipients will need to keep records of Project activities and monitor Project progress, expenditure and the Project's results. This information will help Recipients to report on and evaluate the success of their Project. Officers from the Departments may contact a Recipient to check how the Project is progressing, or to arrange a visit to the Project site.

Funding Recipients will be required to submit a progress report, a final report on project completion and a financial statement for the Project. Progress and final reports will be completed using the online reporting tool (MERIT). Importantly, the tool will allow environmental and natural resource management data, information and Project achievements to be publicly available. Monitoring and reporting requirements are detailed on the [www.nrm.gov.au](http://www.nrm.gov.au) website and further information on MERIT is available at [www.nrm.gov.au/funding/merit/index.html](http://www.nrm.gov.au/funding/merit/index.html).

The outcomes of Projects will be reported against key performance indicators for the Programme outlined in **Table 5**.

**Table 5: Key performance indicators for the 25<sup>th</sup> Anniversary Landcare Grants 2014–15**

Strategic objectives	Strategic outcomes	Key Performance Indicators
<b>Communities are managing landscapes to sustain long-term economic and social benefits from their environment</b>	Maintain and improve ecosystem services through sustainable management of local and regional landscapes.	25 <sup>th</sup> Anniversary Landcare Grants 2014–15 Projects have contributed to an increase in the level of integrated management across properties, tenures and regions to reduce threats to prioritised environmental assets.
<b>Farmers and fishers are increasing their long-term returns through better management of the natural resource base</b>	Increase in the number of farmers and fishers adopting practices that improve the quality of the natural resource base, and the area of land over which those practices are applied	25 <sup>th</sup> Anniversary Landcare Grants 2014–15 Projects have contributed to the community's capacity to adopt productive NRM practices through practice change.
<b>Communities are involved in caring for their environment</b>	Increase engagement and participation of the community, including landcare, farmers and Indigenous people, in sustainable natural resource management	25 <sup>th</sup> Anniversary Landcare Grants 2014–15 Projects have contributed to an increase in the level of: <ul style="list-style-type: none"> <li>involvement of the landcare community in the delivery of initiatives to protect, rehabilitate and/or restore prioritised environmental assets.</li> <li>involvement of farmers, fishers and other land and sea managers in delivery of natural resource management initiatives.</li> <li>participation, skill-development and/or employment of Indigenous Australians, supporting the Closing the Gap initiative.</li> </ul>
<b>Communities are protecting species and natural assets</b>	Increase restoration and rehabilitation of the natural environment, including protecting and conserving nationally and internationally significant species, ecosystems, ecological communities, places and values	25 <sup>th</sup> Anniversary Landcare Grants 2014–15 Projects have contributed to a decrease, or maintenance, of the level of key threats to the abundance, health or diversity of threatened and migratory species, ecological communities and/or sites of significance (e.g. Ramsar sites). 25 <sup>th</sup> Anniversary Landcare Grants 2014–15 projects have contributed to Indigenous ecological knowledge being used in the protection, rehabilitation and/or restoration of prioritised environmental assets, threatened species, ecological communities and migratory species.

Funding Recipients may be required to provide information to the Departments to assist with any evaluation of the Programme. This information may be obtained through regular monitoring and reporting as required by the Programme and will not result in costs to the Recipient.

## 5.4 Payments

Payment of the grant will be made on execution of the funding agreement. The Departments will monitor the progress of Projects and may conduct Project site visits where necessary. A Recipient must not commence work on the Project before a funding agreement is executed with the Department of the Environment. Payment will not be backdated for activities that commenced before the execution of the funding agreement, and no payments will be made unless a funding agreement has been executed. The funding agreement will include provision for the Department of the Environment to seek repayment of funds that are found not to have been spent in accordance with the purposes specified in the funding agreement.

GST will be applied to payments based on the Recipient's GST status at the time of Application unless the Department of the Environment is notified of a change at the time of contracting.

## 5.5 Project review

If, during the life of the funding agreement, a Recipient undergoes a significant change to its organisational structure, resources, or circumstances, such as an amalgamation with another organisation, the Departments may carry out a review and assess whether the project governed by a funding agreement continues to represent value for money. Following that review, the Department of the Environment may terminate the relevant funding agreement if the project is no longer considered to represent value for money.

## 5.6 Taxation

Payments may give rise to assessable income. The amount, if any, included in assessable income will depend on the circumstances of each Recipient, and the precise terms and conditions under which the entitlement arises. Applicants are encouraged to seek prior independent legal and financial advice about the implications of receiving funding under the 25<sup>th</sup> Anniversary Landcare Grants 2014–15 before entering into a funding agreement with the Department of the Environment.

## 5.7 Insurance and indemnity requirements

Recipients must ensure that, at the time of entering into the funding agreement the relevant legal entity holds the required insurance(s) for the level and duration specified in the funding agreement (refer to 'Administration support' in **Table 3**). The Department of the Environment may require the Recipient to provide copies of the relevant certificates of currency for their insurance.

## 5.8 Document retention

A condition of funding will be that Recipients retain records and accounts as specified in the funding agreement.

## 5.9 Work Health and Safety

Recipients will be required to implement high standards of Work Health and Safety at all Project sites to the maximum extent possible, including providing a safe work environment and appropriate safety equipment for all Project participants and ensuring safe access to project sites where work is being carried out. All parties must comply with the relevant Commonwealth, state or territory Work Health and Safety legislation.

## 5.10 How will projects be acquitted?

Recipients must keep proper accounting records for all Project costs, including cash contributions. As a Recipient of public monies, Recipients are obliged to report on the financial and practical progress of the Project undertaken. For **all** Projects funded under the 25<sup>th</sup> Anniversary Landcare Grants 2014–15 Recipients who are groups will need to prepare/submit a financial statement signed/agreed by the organisation's Chief Executive Officer and Treasurer/Chief Finance Officer (or their equivalents). A financial template will be available on the [www.nrm.gov.au](http://www.nrm.gov.au) website.

Recipients who are individuals will be required to submit a financial statement prepared by an independent qualified accountant (refer to 'Administration support' in **Table 3**). This will involve the independent qualified accountant examining the Project's records and certifying that all funds have been expended in accordance with the funding agreement. Individuals will also be required to sign and submit a statutory declaration declaring that funds have only been used on approved activities as per the funding agreement.

Once the Project is completed, Recipients must acquit their Project. Applicants should consider this when preparing their Project budgets. The timeframe for final acquittal will be set out in the funding agreement and is normally within 40 business days of the agreed completion date for the Project.

# Part 6—Rights and responsibilities

## 6.1 Applicants

It is the responsibility of the Applicant to:

- ✓ fully and properly inform themselves of the requirements of the 25<sup>th</sup> Anniversary Landcare Grants 2014–15, these Guidelines and the Application process
- ✓ ensure their Application is complete and accurate as the Departments are not obliged to request additional or missing information
- ✓ ensure their Application is received by the Department of the Environment before the Application closing date and time
- ✓ identify any information contained within their Application, which they consider should be treated as confidential and provide reasons for the request (noting the Departments will not be in breach of any confidentiality obligations where disclosure is required as outlined further in section 6.3)
- ✓ keep a copy of their Application and attachments for their records
- ✓ after submitting their Application, inform the Departments of any changes to their circumstances, which may affect their Application or eligibility for funding under these Guidelines.

If an Applicant is successful in obtaining funding, it is the Applicant's responsibility to ensure they hold the required insurance(s) at the time of entering into the funding agreement and before Project activities commence. The Department of the Environment may require the Applicant to provide copies of the relevant certificates of currency for their insurance at any time during the term of the funding agreement (and beyond as applicable).

Applicants are also required to declare in writing to the Departments where any actual, apparent, or potential conflicts of interest exists or might arise in relation to their Application that may impact on it, the proposed Project, or any funding agreement they may enter into with the Department of the Environment.

The Applicant's participation in any stage of the Application process, or in relation to any matter concerning the process, is at the Applicant's sole risk, cost and expense. The Australian Government will not be responsible for any costs or expenses incurred by an Applicant in preparing or lodging an Application or in taking part in the Application process. Funding Recipients will be fully responsible for implementing and delivering their Projects funded under the 25<sup>th</sup> Anniversary Landcare Grants 2014–15.

The Australian Government will not accept responsibility for any misunderstanding arising from the failure by the Applicant to comply with these Guidelines, or arising from any discrepancies, ambiguities, inconsistencies or errors in their Application or in these Guidelines. Applicants are entirely responsible for the accuracy of all information submitted in their Application. If Applicants knowingly provide inadequate, false or misleading information, the Application may be excluded from the assessment process.

If an Applicant discovers any material discrepancy, ambiguity, inconsistency or errors in their submitted Application, they must immediately bring it to the attention of the Departments by emailing **25thAnniversaryLandcareGrants@environment.gov.au**. Applicants should be aware that giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

## 6.2 The Australian Government's rights

The Australian Government reserves the right to amend these Guidelines by whatever means it may determine in its absolute discretion and will, where possible, provide reasonable notice of these amendments. The Australian Government also reserves the right to vary, suspend or terminate the assessment process at any time and in its absolute discretion.

The Departments will ensure all Assessors and Moderation Panel Members involved in the assessment process declare and address any actual, perceived or potential conflict of interest prior to providing any advice or assessment.

## 6.3 Confidentiality and privacy

Applicants must identify any information contained within their Application, which they consider should be treated as confidential and provide reasons for the request. The Departments will only consider a request for confidentiality where:

- the information to be protected is identified in specific rather than global terms
- the information is by its nature confidential
- disclosure would cause detriment to the parties concerned.

The Departments are subject to the legislative and administrative accountability and transparency requirements of the Australian Government, including disclosure to the Parliament and its Committees.

Notwithstanding any obligation of confidentiality, the Departments may disclose, or allow at any time the disclosure of, any information contained in or relating to any Application:

- to their advisers, employees or internal management for purposes related to the Application and assessment processes, including to evaluate or otherwise assess applications and manage any resultant funding agreement
- to the responsible Minister
- in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia
- within the Departments, or with another agency, where this serves the Australian Government's legitimate interests
- where the information is authorised or required by law to be disclosed, noting that information submitted to the Australian Government is subject to the *Freedom of Information Act 1982* (Cth) and its requirements
- where the information is already in the public domain otherwise than due to a breach of any relevant confidentiality obligation by the Australian Government.

In submitting an Application, Applicants consent to the Departments using the information submitted for the above mentioned purposes, for administering the 25<sup>th</sup> Anniversary Landcare Grants 2014–15, any other relevant programmes and any other incidental or related purpose. Applicants should be aware if they are successful, Commonwealth policy requires the Departments to publish information on a website about Recipients, including but not limited to the:

- name of the person or entity receiving the funding
- title and purpose of the Project
- amount of funding awarded
- term of the funding
- funding location.

By submitting an Application for funding under the 25<sup>th</sup> Anniversary Landcare Grants 2014–15, the Applicant consents to publication of the above information by the Departments if they are awarded funding under the 25<sup>th</sup> Anniversary Landcare Grants 2014–15.

Personal information may be disclosed to other Australian Government agencies provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988* (Cth). The Departments will store and use the personal information collected by them in compliance with their obligations under the *Privacy Act 1988* (Cth). Applicants may access or correct personal information by either emailing the Departments at: **25thAnniversaryLandcareGrants@environment.gov.au** or by sending a letter (see section 3.5).

## 6.4 Complaints

All enquiries and complaints will be handled in a manner consistent with the Department of the Environment's Service Charter 2014–16, available from the Department's website at **www.environment.gov.au**.

If an Applicant is dissatisfied with the way their Application has been handled by the Departments, the Applicant can lodge a complaint by contacting the Department of the Environment via email to **25thAnniversaryLandcareGrants@environment.gov.au** or by post to:

25<sup>th</sup> Anniversary Landcare Grants 2014–15  
Biodiversity Conservation Division  
Department of the Environment  
GPO Box 787  
Canberra ACT 2601

The complaint will be managed in line with the Department of the Environment's Complaints Management Policy. The Departments are committed to consistent, fair and confidential handling of complaints and to resolving complaints as quickly as possible. Feedback and complaints will be handled impartially and in a confidential manner.